



MEÁNSCOIL IOGNÁID Rís PARENTS COUNCIL
CONSTITUTION PARENTS COUNCIL CBS NAAS

1. Name:

This body shall be known as The Parents Council of Meánscoil Iognáid Rís, Nás Na Rí. It shall be incorporated under the Constitution of the Federation of Parents Councils in Christian Brothers and Other Catholic Secondary Schools.

2. The Aims of the Council shall be: -

- (a) To promote and foster co-operation between home and school;
- (b) To act in an advisory and consultative capacity in relation to the school.
- (c) To promote the educational and welfare interests of the pupils;
- (d) To promote, at local level, the aims of the Federation of Parents Council in Christian Brothers and Other Catholic Secondary Schools.
- (e) The aims of the Parents Council shall extend to any activity considered to be an advantage to the school; the pupils or Parents and Guardians will not interfere with the day-to-day running of the school.

3. Membership:

- (i) Parents and Guardians (as defined in legal terms) of pupils attending the school shall be eligible for election to the Council.
- (ii) The Council shall, where possible, consist of not less than one parent or guardian from each class year.

4. Elections:

- (i) The term of office of the Parents Council is one year and parents of children currently in the school are eligible for election (see Election Procedure in Appendix 1).
- (ii) The election of members to the Council shall take place at the Annual General Meeting of Parents to be held in the first term of each school year.
- (iii) Notification of A.G.M, Agenda and Election Procedure shall issue to all Parents two weeks prior to same.
- (iv) At its first meeting after election, it shall elect from among its members a Chairperson, Vice-Chairperson, Secretary, Treasurer, and other officers deemed to be necessary together with one or more delegates to represent the Council at the Federation meetings and Annual Delegate Conference and A.G.M.

5. Officers:

- (i) The Principal/Deputy-Principal and a teacher representative shall be ex-officio members of the Parents Council.
- (ii) The two Board of Management Parent Nominees will also be members of the Parents Council reporting back on matters of mutual concern, where appropriate.
- (iii) The Council shall also have the power to call on any member to resign if such member whether by any act, deed or otherwise fails to uphold the Constitution of the Parents Council. If such member fails to resign, he or she, shall be summarily dismissed on the voting of the Council to do so.

6. Sub-Committees:

The Council shall have the power to appoint sub-committees with particular areas of responsibility. Such sub-committee shall report regularly to the Parents Council and shall be clearly subject to the Authority of the Council, financially and otherwise.

7. Meetings:

The first meeting shall take place on the 1st Monday following the A.G.M and thereafter on the 1st Monday of each month as set out in the school calendar or at any other time that there is an agreed quorum.

8. Financing:

The Council shall be financed mainly by subscription from parents of pupils of the school and fundraising, as deemed necessary.

9. Voting:

All resolutions and other relevant matters before the Council shall be voted on by the Council except the Chairperson who in the event of a tie-vote, shall have a casting vote and which shall be binding.

10. Public Relations:

No member of the Council shall make a statement or issue a statement on behalf of the Council except with the consent of the Council. Such statement may then be issued, only through the Press Relations Officer or a person authorised on the P.R.O's behalf.

11. Parent Council & Management of the School:

The Parents Council derives its authority from the Board of Management. It does not have a role in the internal management of the school which is the responsibility of the Board, nor in the day to day running of the school which is the responsibility of the Principal.

All fundraising events and any disbursement of funds (other than day to day expenses and small donations) must have the approval of the Board of Management. All funds held by the Council are ultimately school funds and come under the authority of the Board of Management. The accounts of the Parents Council form part of the finances of the school and are subject to annual audit.

APPENDIX 1

Election Procedures

Parents Council

- Only parents whose children attend the school are eligible for election and parents may not remain members of the Council when they no longer have children attending the school.
- All parents of children currently attending the school are eligible to vote in the elections.
- The election of parents to the Parent Council takes place at the A.G.M.
- Each candidate must be proposed and seconded at the meeting. Each candidate must indicate his/her willingness at the meeting to serve on the Council; a candidate who due to unavoidable absence cannot attend the meeting must indicate in writing that he/she is willing to serve if elected to the Council.

Election of Parents to the Board of Management

- Parents elect two nominees for appointment to the Board of Management. Only parents whose children currently attend the school are eligible to be elected to the Board; all parents of children currently in the school are eligible to vote in the election;
- The term of office is three years. In the event of a vacancy on the Board, a byelection will be held;
- The election of parents for appointment to the Board takes place at the annual meeting of the Parent Body; the A.G.M of the Parents Council takes place at this meeting also;
 - The Principal as Secretary of the Board chairs that part of the meeting when the election of the Board takes place;
- All candidates must be proposed and seconded at the meeting. Each candidate must indicate his/her willingness at the meeting to serve on the Board; a candidate who due to unavoidable absence cannot attend the meeting must indicate in writing that he/she is willing to serve if elected to the Board;
- In the case of two or more candidates, tellers will be appointed. The election is by simple majority vote.

APPENDIX 2

Duties of Officers

Duties of Chairperson and Vice-Chairperson: -

1. The Chairperson will chair all meetings of the Council in accordance with normally accepted procedures of voluntary bodies.
2. In the absence of the Chairperson the Vice-Chairperson will act in his/her place.
3. In the absence of both these Officers the meeting will elect it's acting Chairperson.

Duties of Secretary: -

1. The Secretary will be responsible for all correspondence of the Council.
2. He/she will issue necessary notices.
3. Take and produce minutes of all meetings.
4. Maintain all documents belonging to the Council safely and hand them over to his/her successor.

Duties of Treasurer: -

1. The Treasurer will be responsible for all the financial affairs of the Council.
2. The Treasurer shall keep an account of all transactions and present a report at each meeting.
3. Prior to the A.G.M the Treasurer shall draw up a statement of account and balance sheet and present these to the A.G.M for adoption.
4. The financial year shall be from 1st September to 31st August.

Duties of P.R.O: -

1. The P.R.O shall draw up and issue circulars and other publicity material having received approval of the Council (see Article 10 of the Constitution).

Duties of Regional Delegates: -

(See Article 5, Sub-Section iv. of Constitution).

Amendments to Constitution: -

The Constitution shall not be altered, added to, or rescinded, in whole or in part, except by resolution adopted by two-thirds of voting members present at a General Meeting. Notice of such a resolution, and any other resolution for consideration at a General Meeting, must be signed on behalf of a Parents Council and received by the Secretary at least four weeks before the meeting or reviewed every three years.